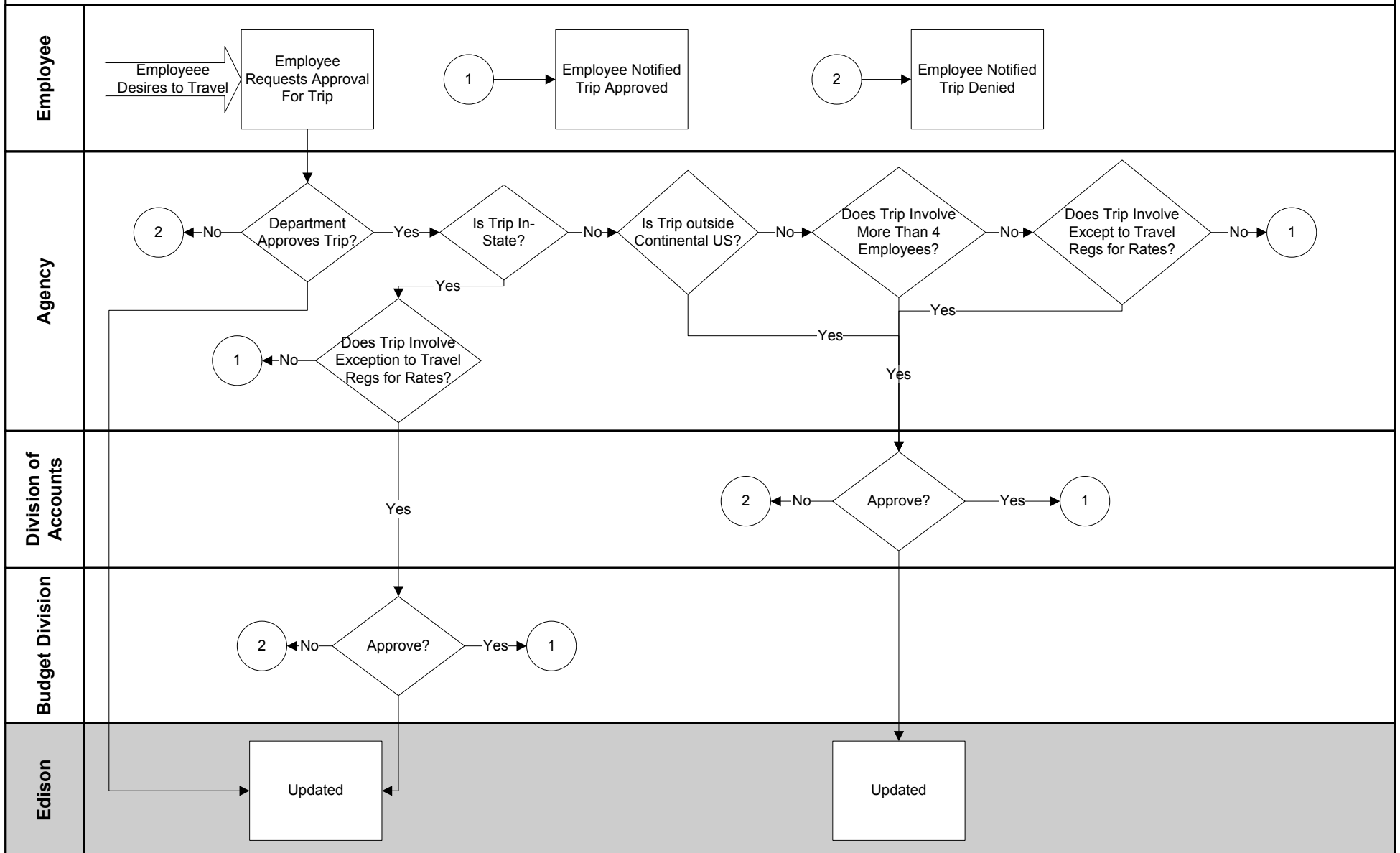


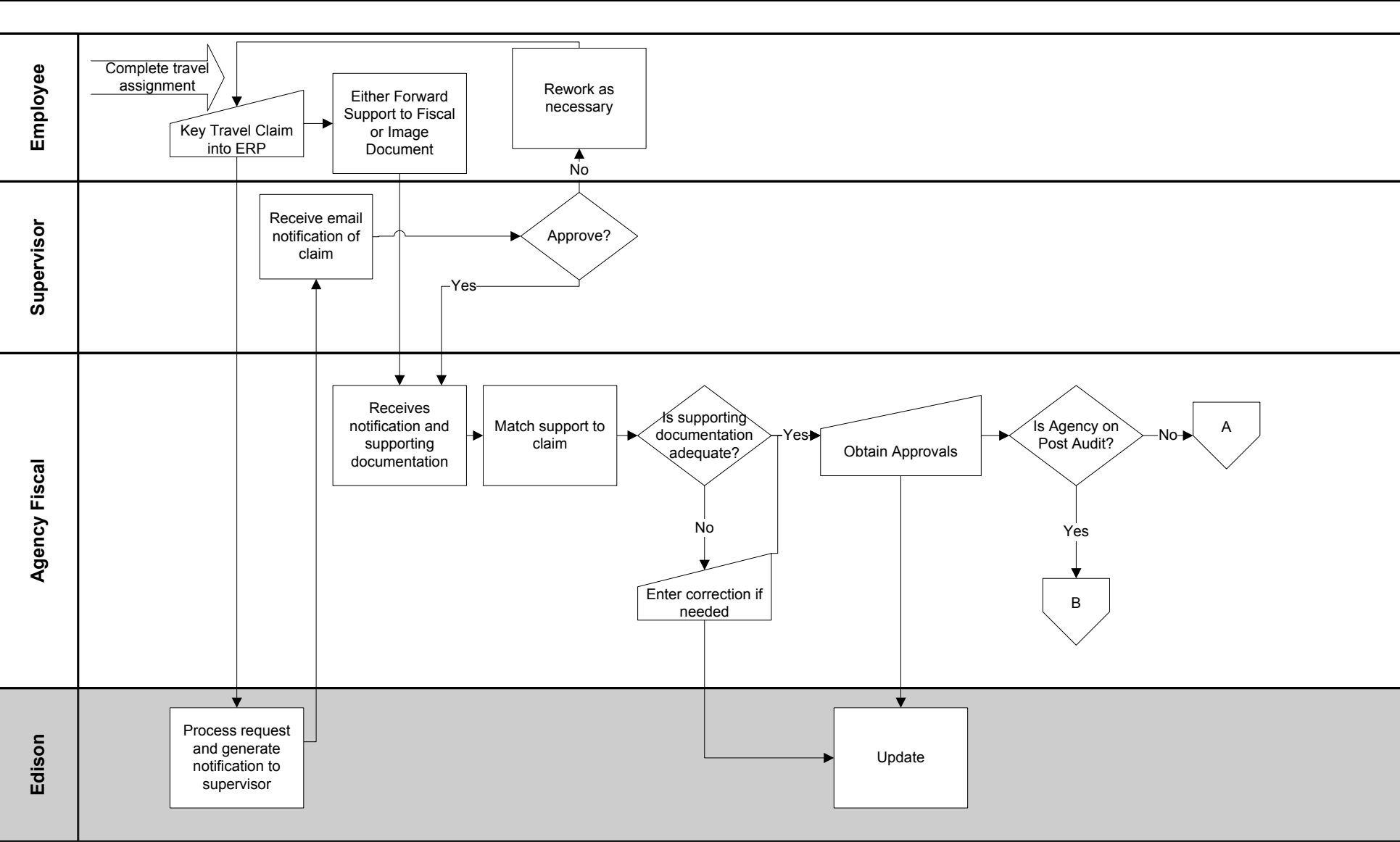
Process: Travel
Sub-Process: TV-01 Travel Authorization
Prepared By: ERP Project

File: To Be TV-01 Travel Authorizations
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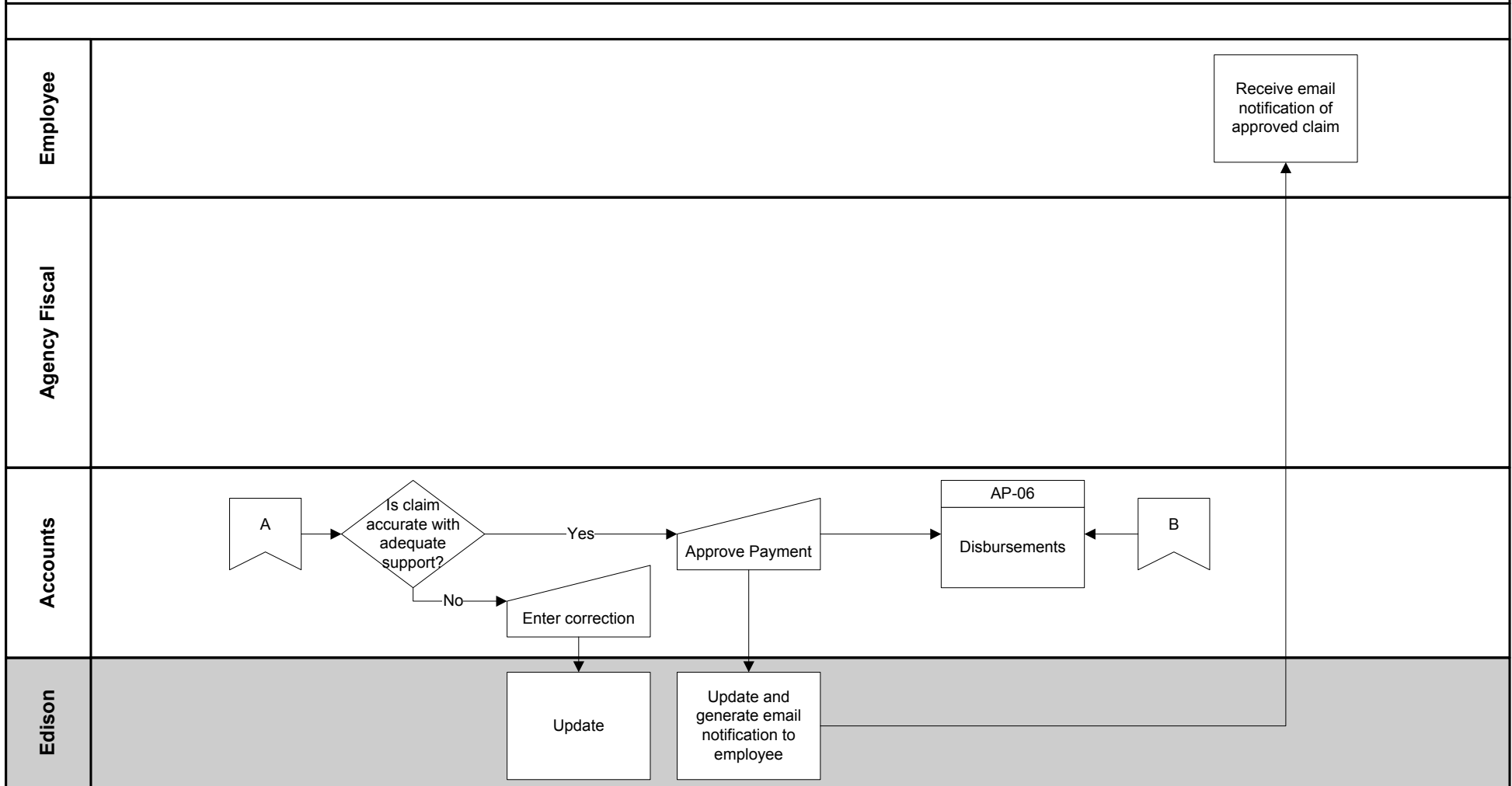
Process Name: Travel		Process Identifier: TV	
Sub-Process Name: Travel Authorization		Sub-Process Identifier: TV-01	
Sub-Process Purpose and Objectives: To authorize travel for employees			
Sub-Process Description: State employees must request permission to travel. In state travel must be approved by the agency and the Budget Division if an exception is being request to the allowable travel rates. Out of State travel must be approved by the agency head in all circumstances. The Division of Accounts approves travel if more than four employees are going out of state or if travel is outside the continental US. Requests for out of state travel and the approval process will be entered into Edison. In state travel requests and the approval process will be entered in Edison on an agency-by-agency basis.			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Desire to Travel by State employee 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agency Division of Accounts Employee Budget Division 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Travel authorization request	Electronic	200 per month	State employees
Outputs:			
Output	Format	Volume/Time	Recipients
Travel authorization approved	Electronic	200 per month	State employees
Performance Measures Tracked:			
Measure	Current Value	Target Value	
Approve employee travel within 3 working days of receipt of request	Up to 2 weeks	3 days	
Law, Policy, or Statute Site That Govern Sub-Process:			
Law, Policy, or Statute			Change Required (Yes/No)?
IRS Regulations, Tennessee Travel Regulations			No

Key Assumptions: <ul style="list-style-type: none">• Travel approvals will be entered into Edison.		
Improvements: <ul style="list-style-type: none">• Automated workflow and email notifications		
Change Management Concerns: <ul style="list-style-type: none">• Large number of employees will be impacted• Large number of supervisors will be impacted		Communication Actions: <ul style="list-style-type: none">• Training for employees who travel• Training for supervisors of employees who travel
Eliminated Non-Core Systems: <ul style="list-style-type: none">• None		



Process: Travel
Sub-Process: TV-02 Travel Claim
Prepared By: Project Edison – State of Tennessee

File: To Be TV-02 Travel Claim
Date: 10/21/05
Page: 2/2



Process Name: Travel		Process Identifier: TV	
Sub-Process Name: Travel Claims		Sub-Process Identifier: TV-02	
Sub-Process Purpose and Objectives: To pay travel claims from employees			
<p>Sub-Process Description: State employees who have traveled submit travel claims to obtain reimbursement from the State. The traveler will log into Edison to key in their travel claim. The traveler keys in their employee ID number (so the system can retrieve the employee's name and address), the dates and times of travel, the starting and ending locations, and the lodging amounts. The system will determine the mileage, the allowable meals, and flag those claims that exceed the allowable lodging rate for the location. The claim will be automatically routed to the approval chain for approval of the trip itself. The employee should either scan and send or mail the receipts to the fiscal office directly to help minimize the time delay in processing of the travel claim. Because the rates and allowable mileage have been determined by the system, the audit of the claim in the agency and Accounts is greatly reduced, requiring only the verification that the items requiring receipts have receipts present and for the proper amount.</p> <p>The employee will log into the system to check on the status of the travel claim and/or be sent emails notifying them of the status of the travel claim. The log and email save the departments from having to answer questions from employees on the status of their travel claim.</p>			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Travel by State employee 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agency Division of Accounts Employee Supervisor 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Travel claims	Electronic	24,000 per month	State employees
Outputs:			
Output	Format	Volume/Time	Recipients
Warrants/ACH	Paper	24,000 per month	State employees
Performance Measures Tracked:			
Measure	Current Value	Target Value	
Pay employee within 3 working days of receipt of request	Up to two weeks	3 days	

Law, Policy, or Statute Site That Govern Sub-Process:	
Law, Policy, or Statute	Change Required (Yes/No)?
IRS Regulations, Tennessee Travel Regulations	No
Key Assumptions: <ul style="list-style-type: none"> Actual Mileage will be calculated by edison Per Diem amounts per location will be established 	
Improvements: <ul style="list-style-type: none"> Automated workflow and email notifications Imaging of receipts 	
Change Management Concerns: <ul style="list-style-type: none"> Online entry of reimbursement request Large number of employees impacted Large number of supervisors impacted 	Communication Actions: <ul style="list-style-type: none"> Training of employees Training of supervisors
Eliminated Non-Core Systems: <ul style="list-style-type: none"> TRIPS TDOT travel system 	